LEARNING OBJECTIVES

- 1. Learn where to find Class 1 course listings
- 2. How to enter a Class 1 course in CIS
- 3. Understanding why you can not see a "completed" class from your institutions main page
- 4. Adding classes marked "ANY' for certification level
- 5. How to help providers find available classes in CIS

MATERIALS & EQUIPMENT CHECKLIST:

- 1. Learning Topic Guide
- 2. PowerPoint presentation
- 3. Computer
- 4. Projector
- 5. Sign in sheet

Institution Administrator Meeting

How to use the Class 1 listing and proper entry of information in CIS

Notes:

The information we are about to go over is essential for you and any instructor you allow to enter classes in CIS. Adding courses in CIS will need to be done a specific way moving forward or the instructor will be asked to provide additional information. This may cause a delay or denial of the course. If you would like a copy of this information to share with your instructors, please feel free to email your request and I will send this back in an email.

Class 1 Course Listing



Notes:

The first thing I would like to look at is where to find the Class 1 course listing. This can be found as a hyperlink on the front page of the WVOEMS website. Once you find it, you will want to click on the link to bring up an option box.

Class 1 Course Listing

terne	t Explorer	83
Wha	at do you want to do with approved.xls?	
Size: 1	195 KB	
Type: From	Microsoft Excel 2003 : www.wvoems.org	
•	Open The file word's he saved automatically	
	The file won't be saved automatically.	
+	Save	
-	Save as	

Notes:

As you can see there are three choices in the option box. I would recommend that you choose "open". The reason I say this is because the list is updated every morning at about 0500. Any newly approved courses put in would show up the next morning. If you save or print a copy to work from, you may be missing out on an opportunity for a new class.

Class 1 Course Listing

and the second second	the same famous for from the same	_	_	Apprint	Compatibul	9 ma
A Col Call Carly - Francis Parties Canada A	Center III A' III III IIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	ne Special A Carton - S - Si -	14 A 200	a illi ange dense	Normal	-
A1664	- (* A)					
4 A		¢	0	1	. F	- 0
CLASS 1 NUMBER	COURSE NAME	00095	UVIL			
1	Initial Paramedic	1200	Medic			
1	Recertification Paramedic	48	Medic			
E	Initial Advanced Care Technician	850	ACT			
	Recertification Advanced Care Technician	36	ACT			
8	Initial Emergency Medical Technician	150	EMT			
	Recertification Emergency Medical Technician	28	EMT			
	Initial EMT - Miner	60	Miner			
	Recentification EMT - Miner		Miner			
0	Initial Envergency Medical Responder	72	EAAR.			
1	Recertification Emergency Medical Responder	16	EMR.			
2	Initial Emergency Medical Vehicle Operator	16	EVOC :			
000005	Incident Command System 100-b	3	Arry			
4 00002	Incident Command System 200-b	1	Arry			
00000	Incident Command System 300	16	Any			
00004	Incident Command System 400	16	Any			
7 00005	Incident Command System 700-a	3	Any			
00000	Incident Command System 800-b	3	Any			
00007	MOT	2	Arty			
00008	MOTH	4	Any			
1 00009	MOLER	6	Any			
00000	Hazardous Materials Awareness	4	Any			
\$ 00013	CBFT	24	Medic			
6 00012	3015-Protocol Update	A.	Any			
5 00013	Leadership Training	7.25	EMR			
6 00054	ACLS	16	Medic			
7 00015	Genatric Considerations	2	EMB			

Notes:

Once you have opened the file, you will see an excel spread sheet with four columns. The first column will have the Class 1 course number. This number will always be five (5) digits long. The second column will have the name of the course just as it should appear in your CIS request. Column three has the number of hours that have been awarded for the class. Keep in mind that the number of hours awarded does not always match the number of hours a person may spend in class. Examples of this may include a 16 hour EVOC class that has 1 participant. If the participant does the 8 hours of classroom learning and spends 4 hours in the drivers seat before sign off, they only have 12 hours in the class but get credit for 16. On the other hand, if a person takes a fire related class that is 8 hours long and the medical portion is only 3 hours, they may only get 3 hours of credit for their 8 hour day. A class must be at least 30 minutes and can be done in 15 minute increments after that.

Class 1 Course Listing

8	01286	Pre-Hospital Research	1.5	EMT
9	01287	VFIS - EVOC	16	ANY
0	01288	RESA - EVOC	16	ANY
1	01289	Bob Page - 12 Lead EKG Workshop	7	Medic
2	01290	EMS in Urban Search and Rescue	1.5	ANY
3	01291	Documentation Clinic	4	EMT
4	01292	Community Paramedicine	1.5	Medic
5	01293	Vehicle Extrication & Basic Scene Care	7.5	ANY
6	01294	EMS Response to the Fire Scene	1.5	ANY
7	01295	Pseudo Infarction Patterns	1.5	Medic
8	01296	Essentials of Simulation	3.5	ANY
9	01297	Basic STEMI Recognition	3	Medic
0	01298	Beyond STEMI Basics	4.5	Medic
1	01299	WV Child Advocacy Network Conference 2016	11.25	ANY
2	01300	CCT Refresher	14	CCT
3	01301	ACT Bridge Course	1	ACT
5	01302	Pediatric Assessment	1.5	ANY
5	01303	Pediatric Poisoning - Just one pill can kill	1.5	Any
5	01304	Introduction to Safety-Ground Academy	1.5	Any
7	01305	Fatigue Recognition and Management	1.5	Any
8	01306	Strees Recognition and Management		Any
9	01307	Threat and Error Management		Any
0	01308	Imminent Delivery	1.5	Any
1	01309	Lifting and Moving Patients with Lab	4	EMT
2	01310	Airway Skills Lab	4	EMT
3	01311	Airway - A&P and Assessment	4	EMT
4	01312	Vital Signs - Obtaining, Understanding, Imprta	4	EMT
5	01313	ALS Skills Evaluation	6	Medic
6	01314	CCT Skills Evaluation	6	MCCRN
7	01315	Randolph Mantooth	1	EMT

Notes:

The fourth column has the level of training accepted. As you can see from this list, there are several levels available. You may also see the "ANY" level listed. For classes listed at "ANY" level, they may be entered into CIS at the EVOC level for approval. If a class is listed for "EMT", it must be put into CIS at the "EMT" level for approval. If it is put in at any other level, it will be denied. If you have reason to believe that a class should be at another level, please feel free to submit your information as if it were a Class II course and we will review it. If approved, it will get it's own Class 1 course number.

10 00058 Chill Out: Hypothermia 2 sides to the story Any 1 00059 Just the Basics: Pharmacology for the Basic EMT EMT 2 00060 I've Got a Crush on You: Crush Injuries EMT 2 з 00061 Fire and EMS Legal Issues 4 Any 00062 Patient Movement 1.5 EMT 00063 IDC for Dow/Bayer Corp. 2 Dow/Bayer Only 00064 Trauma: Head and Spine EMT 2 00065 Ebola 2 EMT **Cold Weather Emergencies** 00066 EMT 4 00067 16 EMT/ACT/Medic ITLS 00068 EMT **Cardiac Emergencies Basic** 1 10 Medic 00069 R10 (No Longer Being Used) 00070 Scables Inservice 0.5 EMT 00071 Medical Patient Assessment Any 2 00072 **Cardiac Emergencies** EMT 2 00073 HazMat - Decontamination Systems EMT 4 00074 Trauma - Chest and Abdomen EMT EMT 00075 Patient Assessment 2 Neurologic Emergencies EMT 00076

Class 1 Course Listing

Notes:

As you can see in this example, the R10 class has a special note next too it. The note indicates that the class is no longer being used. If you see this in the course name, we will not approve the class. There are also notes on some that indicate the class is an online course. The hours listed for that course will all count against a providers 50% online education. You may also see a split time next to the name that indicates a hybrid course. Only the assigned online hours will count against the 50% online education.

Class 1 Course Listing

(III)	In concession, where	ei				-				ALCOST OF TAXABLE	100		_
	Anna 1986	and Reprinted Section Sale Sector Terr	COMPANY 1			100	-	-					
and a			With stress laws	(last to be		6 (1)	Med.	Incode		and .		and the second	-
1.2	-12-1949-1		and some states			102	194	1					-
1000	A huma hanne	H 1 R - T - O - V - H H H B 0.04	The party of the second	4.1.5	0.04.00.02	production of a	And in case of	1000	C 800	Proprietation of the	· · · · · · · · · · · · · · · · · · ·	Sector Man	THEFT
1	Sphort -	Res Con Con Allowed Manager		1000	-						(Report)		
	0319	 A ALA/B.3 Prohest Review 											
200				8.1					-				
1 0	AND I NUMBER	COLUMN NAME		an munited	1010								
198	00187	Childed Head Pounder The Pressure to (5x1		1.5	85477								
test .	00138	He Ant'l mayon, He's My Patient		1.5	04475								
B10.	001289	Vitel Signa		4	eters -								
No.	001190	Anton PTER			EMIT								
BB	001/95	Meth sati Anaremini			ener								
the l	1001242	12 Lead Exb			1145								
505	001219	12 Loost 600 Claim			Moto								
104	00134	12 fead placements			ENT								
100	00130	12 lead placement.		1	Media	First and First	-					1.01.0	
1 M M	000346	12 head Review and Advanced 13 Lead Interpretation		3	EN/T	Colorest Colorest							-
100	001287	12 Land Transferments with Photogra Monstor			8547	Prog. L	August						215
180	00188	Abruptio Plainida		1	63479	line and	100	A				100	
t1.1	000399	Active Sheuter Clain			EMIT -	1 -0 -0 -0		Prosenter .					911
tal	00200	Advanced Carthel Care		28	ENIT								
11.0	200315	Advanced Carillac Care		10	Madri							Volume int.	
ts#/	00002	Advanced cardiac devices and management			Medic								
111	00209	Agency Data Reporting			EMIT				110		and and a	- Own	10
12.0	00204	Activity Mahagement			Made					Contract of the local			
FET	105205	Airway Obstruction		3	EWFF		_					_	
128	00206	Altreay Obstruction			Medite								
128	06207	Act/8th Protocol Review			Madel								
(MI)	00,008	AUX/8U3 Quarterly Skills			RMT.								
Q16.	00209	AUS/WS Quarterly Skills			Media								
123	00230	ALE Quarterly (Alls for Paramedic's and Norses.			Media								
UD:	00211	Alshermer's disease		4	ENT								
188	00212	Alphanter's disease		8.	Methe								
129	00013	Armodarone Nevrova		1	6547								
08	00314	Anaphylaxis - Bea Sting Emergeneires			EMT								
127	100215	Anaphylako - Peanut Altergies		8	BM/T								
(28	00318	Ansurysm Recognition		4	(Deft								
5291	100217	Auto feal			ENT								
THE .	00238	Antotae		3.	Maidhe								
144	00039	Appendicity Assessment and Review.		1	EMIT								
18.0	00230	Appendicity Accessment and Barress		A.:	Maile								
0.0	00333	Assessing Level of Consciousness.		3	ENT:								
1940	960.22	Assessing Level of Consciousness.		8.0	Madro								
100	00233	ATY Assidents		3	6744								
199	00334	ATV Accidents		a	Medie								
U.F.	99325	Basic STEM 12 Land Insurance			0547								
184	00238	Black Hyurias and Burn Cars		a.	EM4								
120	00327	BLS Protocol Update			1947								

Notes:

On this page we are taking a look at a quick way to navigate the spread sheet. By holding the CTRL or "control key" and pushing the letter "F" on your keyboard, you can open the "find" feature. Once the box opens, you can type the name or partial name of a class and when you hit "enter" it will search for the class and highlight the box around the class. By hitting "enter" again or clicking on "find next", it will move to the next class that matches the name you typed.

Entering a Class 1 Course in CIS

	Rath: Search Institutions > View Institution > Institution Courses > View Course	
View State Office Region	Course: 10395 - 01264 - Medical Assessment	
kospital Agency	Course Information	Course Details
rescone Education Becca Director Profile Reports Help	Institute numer NANO Institutes NANO Name SILM - Mickal Assessment Type: Supplementary Levie: Paramedic Description: Using AAOS ENIT Slides a Comprehensive review of Medical assessment w/hand on	Curren Humon: 19975 Delivey Troc TaxAloual Lacation: New Cheek VFC Class Size: 28 Start Date: 88(24)(2006 Start Date: 88(24)(2006 Start Time: 18:00 Edi Time: 28:00 Camerts: Cause Roy Code: VFO/WPD

Notes:

Lets look at how to enter the Class 1 information into CIS properly for approval. This is a good example of how the information should look when properly completed. Some of your instructors are getting this done properly every time and some are not doing too well at all. Once the information has been provided, we will expect to see these classes entered properly for quick approval. This information is not only going to make for quick class approval, but if you are going to be signing off on the certification packets for individuals, by having the class one number in the name, you will have a quick reference to the total hours awarded for the class and quickly decide if an provider is ready to certify or not.

Entering a Class	1 Course	in CIS
tentiating Internation System		

	Futh: Search Institutions > Wew Institution		
8 View State Office	Inditution: West Viccinia Office of Emergency Medical Services		
# Region	anotation, west virging onice of chargency measure services		_
* Hospital	Location Information	General Information	
E Personnel	Tame. West Hypita Office of Emergency Medical Services	Website: www.anoens.org	
# Education	Physical Address: 200 Capitul Street	Plane Number: 384-558-3856	
# Medical Director	Charleston, WV 25301	Fax Number: 304-558-4529	
# Profile # Reports	County: Kanawha	Status: Open	
# Help	Maling Address: 350 Capital Street Charleston, WY 25305	Damagemention	
	Courty: Kanawha	Lettering reprints	
		Institution Catagory: Other	
		Institution Types: Bailing	
		T CESU	
		I CL 59 Emergency Medical Responder 🗸 🏑	
		I Cl 59 Emergencis Hedical Regionale 🗸 🏑 🎝 Emergencis Hedical Fractrician 🗸 🌾	
		I CL SU Energieno Medical Repeater of v of v Energieno Medical Technical v of v v Advanced Care Technical v of v v	
		I. CL SU Energency Hedical Reporter of vol vol Energency Hedical Technician of vol vol Adversed Care Technician of vol vol Resemble (vol vol vol	
		I. CL SU Energency Hedical Requester of vol vol Energency Hedical Technism of vol vol Advanced Care Technism of vol vol Parametic Vol Vol Energence Hedical Technistican - Here vol Vol vol	
		I. CL SU Energency Hedical Responder √ √ √ Energency Hedical Technician √ √ √ Advanced Care Technician √ √ √ Parametic √ √ √ Energency Hedical Technician - Hear √ √ √ Energency Hedical Technician	
		I CI SU Energeno Hedral Repeater of v v Energeno Hedral Technica v v v Advanced Carr Technica v v v Haumelic v v v Energeno Hedral Technica - Niew v v v Energeno Hedral Technica - Niew v v v v	
		T. CL SU Energency Hedical Reporter of v v Energency Hedical Technician v v v Adversed Care Technician v v v Parameter v v v v v Energency Hedical Technican - Hiner v v v v Hindra Cotto Care Technican - View v v v v Hedica Cotto Care Technican v v v v v v v	
		T. CC SU Energencs Hedical Reporter of vol vol Energencs Hedical Technician of vol vol Adversed Care Technician - Vol vol Parameter (vol vol Vol Energence Hedical Technician - Hiteer of vol vol Energence Hedical Technician - Hiteer of vol vol Hedical Cottal Care Parametic vol vol vol	
	Connerts:	T. CC SU Energencs Hedical Reporter 4 v 4 v Energencs Hedical Technickin 4 v 4 v Advanced Care Technickin 4 v 4 v Parametic 4 v 4 v Energence Hedical Technickin - Hindrig 4 v 4 v Energence Hedical Technickic - Hindrig 4 v 4 v Hedical Colocal Care Narmetic 4 v 4 v	

Notes:

The first thing you will want to do is open the page for your institution. It will show some general information about the institution at the top.

CSC

Entering a Class 1 Course in CIS

	Deser Cutty	CQ. DAY	5418	
2/10/2015	12/10/2020	Centified		LAR.
				D
rsonnel				
items found, di	Exploying all items. 1			
	Rater 34	Title(s)	Phone Number	
nothy 3 hiddy	Land Delivator	304-236-4479	Vev	Delete
In R Thurses	Agency Training Officer	304-338-3896	View	Delete
the second second		10.4 (00. Note		Parister.
ered Course Items front.	Administrative or Program Denter F Excel 201. IS disolutions 1 to 10. (filest/theory] 1.2 (Street () and)	juvi 104 200	Tes	gener al 2
ered Course items found, i	4dministrative or Program Denter F Dend XPL IS displaying 1 to 10. [First/Prev] 1, 2 [Next/Last] Gauer taxes	jus za con	vera Indepter	genow all 3
ered Course intensi found, i Game Rand	Advisited is a Payor Dedar F Ded 199. S displaying 1 to 10. [(First/Prev)] 1, 2 [Next/Last] See Cause Name [DEG-Space Integral MT Transp	jus sur con Cares bains International	Individual Individual	SHOW ALL 5
ered Course ited Course items found, o Course tund	Administrative or Program Director F Decel 2014. 55 66 gelapting 1 to 10. ((First/Verver) 1, 2 [Next/Last2] 66 Course Name 10000 - Gales Interpret Al Training 10000 - Gales Antoport Al Training		Settional John & Thomas John & Thomas	Second Second View Cancel View Cancel
ered course ited Course items found, o Course Numb Its Its Its Its	Advisitudio y Physics Director	204 100 100 Count data (012/2014 - 12/2020) 102/2014 - 12/2020) 102/2014 - 12/2020)	Series Se	Sector all *
ered Course iteed Course items found, o Course tunk III III III III III III III	Advisited is a Physic Dedar # Ecol 196. displaying 1 to 10. [[Fist]/Very] 1, 2 [Next[Last] de Cause Name ECO-Splate Integrate M Transp HIDDE Splates and Jones M Transp HIDDE Splates and Jones Maing Detail Theory and States Maing	204700700 Course Dates 052570001 - 102002006 05020001 - 102002006 05020001 - 102002006 05020001 - 102002006	John & Thomas John & Thomas John & Thomas John & Thomas	View Cancel View Cancel View Cancel View Cancel View Cancel
ered Course intensi found, c items found, c Course tunk min min min min min min min min min min	Advinitudio e z Poryan Dindar F Deal 296. 55 56 56 57 57 58 59 50 50 50 50 50 50 50 50 50 50	Course Dates 06/02/0216 - 10/02/0216 10/02/0216 - 10/02/0216 10/02/0216 - 10/02/0216 10/02/0216 - 10/02/0216	John E Stores John E Stores John E Stores John E Stores John E Stores	View Cannel View Cannel View Cannel View Cannel View Cannel
ered Course itered Course items found, o Course tunk min min min min min min min min min min	Advisited is y Payne Diedor # Deci 194 displaying 1 to 10. (First/Perv) 1, 2 [Next/Last] displaying 1 to 10. (First/Perv) 1, 2 [Next/Last] IDE0-Sade Mitput M Twing IDE0-Sade Mitput M Twing	2041001/000 Counce Dates 00/25/001-102/02/008 00/20/001-102/02/008 00/20/001-102/02/008 00/20/001-102/02/008 00/20/001-102/02/008	Instructor John & Thomas John & Thomas John & Thomas John & Thomas John & Thomas John & Thomas	Vere Canol Vere Canol Vere Canol Vere Canol Vere Canol Vere Canol
erre A solle, 2 ort options: 424 lecred Courset is items found, 4 Course Ruid 205 200 200 200 200	Advantation or Program Dender # Excel XPL displaying 1 to 10. [First/Veroy] 1, 2 [Next/Last] des Cause Name EXCE-Spice Integrate All Training IECOS Spice Integrate	2004 1007 000 Course Dates 00/2012016 - 10/20/2016 10/2012016 - 10/20/2016 10/2012016 - 10/20/2016 10/2012016 - 10/20/2016 10/2012016 - 10/20/2016	John & Shonga John & Shonga John & Hhonga John & Hhonga John & Hhonga John & Hhonga John & Hhonga	View Canod View Canod View Canod View Canod View Canod View Canod View Canod View Canod View Canod
erer A lober. 2 ort options: CSA interest Counties interest Counti	Advinitudes or Physics Dedor F Deol 296. 55 56 56 56 57 56 56 56 56 56 56 56 56 56 56	2004 1004 1005 005 2010 2004 - 2010 2010 105 2010 2014 - 2010 2010 105 2010 2014 - 2010 2010 105 2010 2014 - 2010 2016 105 2010 4 - 2010 2016 80 2010 4 - 2010 2016	Instruction John E. Tomas John E. Tomas	View Cancel View Cancel View Cancel View Cancel View Cancel View Cancel View Cancel View Cancel View Cancel
ered Course ered Course items found, a Course hand 55 55 55 55 55 55 55 55 55 55 55 55 55	Advinitude or Physics Dedor r Deed DPL displaying 1 to 10. (First/Prev) 1, 2 [Next/Last] de UKG-Spite Integral At Training MICOS Spites of January January MICOS Spites of January January MICOS Spites of January January Dead Training MIC-Suit Design Training Dead Training MIC-Suit Design Training The MIC-Spites Training Microsoft Spites The MIC-Spites J. Lindering Microsoft Spites	204 100 000 Course Davies 10025 0005 - 1020 0006 10020006 - 1020 0006 1002006 - 1020 0006	John K. Shanga John K. Shanga	View I Cancel View I Cancel

Notes:

At the bottom of the screen will be a section called "Offered Classes". At the bottom of that are the options of "Show All" and "Add". To enter a new class, click "Add".



Notes:

The next screen will provide you with options for entering information based on the class you are wanting to present.

Entering a Class 1 Course in CIS

Note that Office Party is Surd bischaftings > Vice institution Note that Office Assign Course Note that Office Course Defaults Note that Office Description Note that Note that Note that Interprete MataXiewices Course Defaults Description Course Defaults In that Description Course Information Description Course Information Course Information Course Top: Initiality Note of Interpret MataXiewices Description In that Course Top: Course Interpret MataXiewices Description Course Top: Course Interpret MataXiewices Description Course Interpret MataXiewices Description Description Course Interpret MataXiewices	CIS Cumany	Internation System		
Onne Status Peding	The Stan Office A Special Appropriate Approprist Appropriate Approprise Approprise Appropriat	And the set institutions > Were institutions Assign Course Course Information Institute: WEC790 find Inserting Medical Services Course Train Train Course Train Train Course Train Train Course Train Tra	Course Details Course Settler: Deliver Type - Settler: Others Type - Settler: Deliver Type - Settler: Set Time	
			Course Status Pending DIPIS Connecto	
*latotes angelet field		* indicates a required field		¥ine ≭onen.

Notes:

Any class that is not an Initial class or a structured recertification class (the full 12 hour EMR, 28 hour EMT, 36 hour ACT or 48 hour Medic) will be added as "Supplementary". You will use the drop down menu in the course type to select "Supplementary".

Entering a Class 1 Course in CIS

CIS Current	hismation System		a e
8 Yes 220 Ofce 8 Rept 8 Rept 9	Att: Send Solution > View Institution Assign Course Course Information Initials index HIG7 Initials index HIG7 Course Lindex HIG7 Course Lin	Course Details Course treater: Definen Tore: Sect. Course State Course State Course State Reading Course State Reading Course State Reading COURS COU	
	* indicates a required field		Vise Kosen

Notes:

Next you will select the course level from the drop down menu. The options available here may vary by institution but could include Emergency Medical Vehicle Operator, Emergency Medical Responder, Emergency Medical Technician – Miner (no longer an option to use), Emergency Medical Technician, Advanced Care Technician, Paramedic, Mobile Critical Care Paramedic and Mobile Critical Care Nurse. Please be sure to reference the "level" on the class 1 listing. If your request does not match the listing, your class may be denied.

Entering a Class 1 Course in CIS

CIS Community	ormation System		1 0 e
E Versitati Otor E Regiti E Regiti E Regiti E Record E Model Deckor E Polle E Rogiti E Model Deckor E Polle E Rogiti E Rogiti	And Search Institutions - Were Institution Assign Course Course Information Institute: Next Physical Blow of Storagong Pedical Services Course Topy: Weich House Course Topy: Weich House Description Services of Augusts 1128 Protocol Str. March House Enter in a 120 quartient set at	Course Details Course Tool: Selec. Unote: Gans See Set Dare Set Dare Set Dare Set Dare Consolt: Consolt: Consolt	645/168 44
	* indicates a required field		Your Konth

Notes:

Now comes the course name. The course name for any Class 1 course will begin with a five (5) digit number. The number may be followed by a hyphen and then the class name. The number and name can be copied and pasted from the Class 1 listing but must match. Any questions about the class information (missing numbers, missing names or mismatched information) may cause a delay or denial of the class. You will also need to provide a brief description of the class you are going to hold. In this example I added the description of "Review of current BLS Protocol's using a slide show presentation and handouts. There is a 10 question test at the end of the class".

Entering a Class 1 Course in CIS

CIS Cumuno	ntermation System		a
i liter Izin Ofice i Regol i R	Rati Search Institutions > New Institution Antigen Course Course Information Institute twolve: HB27 Institute: HB47 HB00 file of Inserpeon Medical Services Course (end: Emproper Medical Services Cour	Course Details Course Norden: Delivery Trace: "Entimat" Course Stand: Course Stand: Deliver: "Course: Stand:	
	* indicates a required field		Vise Korn

Notes:

On the right side of the screen is the course details section. I have entered several fields for this slide. The delivery type will vary depending on what type of training you are doing. Typically training will be Traditional (stand up), Hybrid (a mix of stand up and online) or Online. Please be sure to mark your delivery type accurately. The location is an open text field. You will need to enter the exact location. If you are doing the same class in different locations please enter a new class for each location. Next you will see class size. Again this is an open field for numbers. You will want to limit your class size to the location and number of students the instructor(s) can handle.

Entering a Class 1 Course in CIS

v v V Summer	Rath: Search Dostitutions > Wese Dostitution		Testy Thile Lat
ii Yeey Sala Offor 2i Rogin 3i Keopta 3i Rogina 3i Rogina 2i Rogina 3i Rogin	Asign Course Course Information Unitatie Number RECP Dentitie Team Prices Office Teampoor, Malcol Genices Course Types (Malcol Technice) Course Lines (Engrape (Malcol Technice) Course Lines (Engrape (Malcol Technice) Course Lines (Engrape (Malcol Technice) Dentytism (Inclusion) State (State) Dentytism (Inclusion) Sta	Course Defaults Darker Name Darker Name Countier State Countier State Countier State Start Time States State Start Time States State Start Time States State Countier States To Start Time States To States To S	
	* Indicates a required field		Kinet Konen

Notes:

Start and end dates should be a direct reflection of what you are going to do in the class. Please be accurate and keep in mind once the class is approved anyone with a CIS account can search and examine the details of your class. If they are needing to attend that class somewhere, you may save them a phone call. If dates changes, please send me an email and I will change them for you. **WITH THE EXCEPTION OF INITIAL CLASSES, CLASSES WILL NO LONGER BE APPROVED FOR MORE THAN 90 DAYS.** Start and end times are equally as important. Please be accurate as people are counting on these to manage their schedule. The last section to fill out is the optional comments. This is where you can add details about class times or even indicate that a class is closed to a certain agency or company.

My class is missing!

CIS Credentalis	Internation System
I View State Office	Path: Search Course History Course Search
a Hospital R Hospital R Apentoy Personnel B Education R Schedule Common R Instituto South R Instituto South R Instituto South R Add Institutor R Add Institutor R Add Institutor	Course Number: Course Trace: (Atry) V Course Nume: Course Code: Course Code: Course Code: Course Code: Delivery Trace: (Atry) V Institution Number: Region: (Atry) V Institution Nume: Courty: (Atry) V Institution Nume: Courty: (Atry) V Course End Oute: Larliest date: Lutest date:
E Course History Search Exam History Search	BSEARCH QCLEAR
Menage Practical Exam Templates	Search Results
R Certifications R Medical Director R Profile R Reports R Help	Nothing found to display ©2001-0006 DHS Performance Improvement Center, All rights reserved.

Notes:

I am sure we have all had this experience. You open CIS to look at a class, maybe grade a student and the class is no longer on your list. When you go to "scheduled courses" and type in the class number, nothing appears. I have had a couple of these calls since we last got together and figure I better address it. The class disappeared because it is now "completed". A class will automatically change to a completed status (as apposed to the approved status) 60 days after the class ends. You can still get to a screen that will show you the class information including the roster, but you will no longer be able to change, add or edit the class. To see the class, click on the "education" dropdown on the left and select "course history search". When you do, this screen appears. You can search by class number, name or code. You can use the institution name or number or even look by instructor!

My class is missing!

Search Results

Ander	Name	Tope	Gred	taution	Sets.	bebeter	Delivery Tax	
1000	Sigilmetery Perendic	Loimeters	Avandic	Test Vigna Ofus of Deeperg Radial Services	0104081-0104081	July & Thomas	Teltione	Vew
1117	Suppresentary First Responder	Supieterary	Dregery Molol Reporter	West singna Office of Drangence Hedical Services	3824203-3827203	Mrithma	Todini	Ves
1204	Supprenentary Parametic	Spieretn	Peanetic	Hist signs offer of Energeny Relical Service	8879/2011 - 65/25/2013	John & Thomas	Tedtore	Yes
1175	AcotSotor Sec	Reptilator	Invegency Relical Technican	Het Vigna (Mai d'Energeus Nelical Service)	0014/2012 - 0012/2012	July: & Thomas	Tetteral	Vew
1118	Supplementary Perimetric	Spieretay	Peranedic	Biet Virprie Office of Emergency-Redical Services	11/14/2010 - 11/14/2016		Tellini	Vew
1811	Reart/Calier Energing Helice Technicer	Repthature	Integers Holai Techsiar	that tirgina Ofice of Designing Redice Service	M25200-M28200	Chal. Mrs.P. Sommery	Tedline	Vew
1413	Suptementary Deservice Indical Technology	Spleretry	Emergency Redical Technical	ling signa dha a' bragero haka Sevice	04/01/2012 - 05/94/2012	July K Thomas	1edicul -	Vew
1262	Suplementary Energency Relical Technican	Spinnley	Energency Reduct Technical	that yirprie Ofea at Emergens Makial Services	04022012-0403/2012	Mithael Real All, Wendly & Mitrar	Tallord	Ven
1782	Sapimenten Brengenù Helica Technian	Saleretay	Drespency Hedical Technician	West singing (That of Emerginics Reduct Services	04/02/2021-05/02/2022	Multard Paul AR, Wands S. Minur	Tadioni .	Vew
1764	Supjementary Drampmoy Redical Technican	Salereter	Energenny Relical Technolat	Red Virgina Office of Emergency Redical Services	01140002-0179/002	Noted Peri-IX	Telline	Ves
1796	Supplementary Drempency Medical Technician	Spleretry	Energency Helical Technican	Web signs office of thereping Redical Services	9426282 0605282	Aster Willymain, 20	Tellini	Ven
1911	Suptementary Parintedic	Spinetry	Reareds	Net Vigina Dhar d'Emergeny-Redical Services	9414/2010 - 94171202	Me K Thomas	Tellini	Vew
1942	Asset/Cable Feareds	Repetition	Avanetic	that lingua Ofice of Designing Relial Service	0115/2012-0010/002	Out. Mr. Flammes	Telline -	Ven
1506	Supiervetary Paranals	Saleretay	faranelic	Inst Vepta Office of Emergency Reduct Services	11/10/2012 - 11/10/2012	Lide K Thatas	Tatlord	Ves
1307	Sagimetry Annels	Superinty	Anametic	West Virginia Office of Divergency Redical Services	11/02/01/0-11/02/02	July & Thomas	Tedtorei	Vex
2509	Sapimetary Drepmy Helos Tehniar	Sylmetry	Energency Helical Technican	line singue office of thereprop field on Services	1011/2010 - 06/11/2017	Genill's tyle, 384-8 Thomas	Tellori	Ves
2208	Easterventers Persinelik	Saleretay	Parametri	Red Signa Ofice al Sharping Reduit Service.	1100/2012 - 11/05/2012	John & Thomas	Tellind	Vew
2000	Supiementary Personalis	Suplementary	horeas.	Bod Signa Ofrie of Designing Reduct Services	12/05/2012 - 12/05/2012	July & Thoras	Tellini .	Ven
2000	Supplementary Penenecii:	Lipicettry	Tyrandi:	Net Vigna Of an d'Amprophetical Service.	11/0/2012 - 11/10/2012	July & Thomas	Teltind	Vera
IIII	Supprenentary Parametic	Supervision	ferreit.	Het Hype Ofte if Designs Hales Service	1100203-1100203	Sile (Three	Tallies	Ven
1312	Supplementary Parametic	Superview	Restratic	line signa (Mus al Emergino Medical Services	11/10/2010 - 11/10/2010	Jahr K Thumas	Teltioni	Vew
1296	Suptementery Parameter	Salenter	Animals:	that tippe that if the prophetical Service	11/12/2013 - 11/12/2013	Me Effores	Telline	Ven
1287	Supjeneites Peterell	Septementary	Aranelic	liest orgina (thus of divergence field us berview	11012010-11012012	Mri E. Ponal	Tellind	Ven
2318	Sastementary Neuroscie	Selectory	Parameter	Bed Signa Office of Energiesy Redical Services	1206/2012 - 0121/2012	July 1 Trans.	Tellini	Ves
1216	Suplementary Reservedic	Spleietry	Penelit .	Web singma Office of Emerginics Reduct Environ	11000001-11000000	John & Thumps	Tellini	Vesi
2299	Sapieverter; Pennels	September	hearwells	that singna 25ca al Emergeny Malcal Service	11/02/2012 - 11/02/2012	July: R. Thomas	Telline	Vew
1100	fumilmentary Personalis	Animates	(hearwid)	and down (the difference failed forces	11000321-1100003	John & Thurson	Tallord	View

Notes:

For this example I selected to add the institution number. The WVOEMS number is 00217. Once I added that, it takes a few moments to gather the information but, then you get a screen similar to this. As you can see, it will list the classes starting with the lowest CIS number. You can sort this by any of the parameters listed in green at the top of the matrix (Number, Name, Type Etc.) In the far right column is the word "view" for each class. By clicking on that, you can see the details of the class once again.

My class is missing!

Course: 11032 - 01231 - MCI Refresher/Drill

institution tumber	-90257
bathdo	West Verginia Office of Emergency Medical Services
Xan	: 00201 - WCI Refresher/Orill
10	Septemetary
184	Emergency Medical Technician
Description	Dominion tabletop exercise.

Course Details Course funder: 1383 Delivery Type Inditional Locition: Course Nalley Cless Sim SB Surt Date: MUN(2016 End Time: Mol Course Static: Completed Course Reg Code: EME200 (2016) Comment:

Notes:

Here are the details of one example. Notice on the bottom right column where it says "course status". It is showing completed. This means that there is no longer access by instructors or institutions to the class. It has become a "read only" document. There is a way to re-approve the class. It requires you to email me the details (what class number and why it needs to be opened). If you want add students to a completed class, I will need the names and certification numbers for each student. Typically we can make the adjustments within 24 hours of your request.

The "ANY" level class

4	A	B	с	D
1	CLASS 1 NUMBER	COURSE NAME	HOURS	LEVEL
1376	01364	Zoll Medical 12-Lead EKG	4	Medic
1377	01365	Zoll Medical 12-Lead EKG for the EMT	4	EMT
1378	01366	Understanding End Title CO2 Monitoring	1	ACT
1379	01367	STEMI and 12 Lead ECG Conference	7	Medic
1380	01368	Chemical Suicide	1	EMT
1381	01369	Sudden Unexpected Infant Death	1	EMT
1382	01370	Transferring the Right Way	2	ANY
1383	01371	ACLS Day 1	8	Medic
1384	01372	ACLS Day 2	8	Medic
1385	01373	PEPP Day 1	8	ANY
1386	01374	PEPP Day 2	8	ANY
1387	01375	PHTLS Day 1	8	ANY
1388	01376	PHTLS Day 2	8	ANY
1389	01377	Defensive Tactics For EMS Day 1	8	ANY
1390	01378	Defensive Tactics For EMS Day 2	8	ANY
1391	01379	Crush Injuries	1	ANY
1392	01380	Blunt Chest Trauma	1	ANY
1393	01381	Abdominal Trauma	1	ANY
1394	01382	Agricultural HazMat: EMS Response	1	ANY
1395	01383	ITLS Refresher	8	Medic
1396	01384	EMT Recertification Day 1	4	EMT
1397	01385	EMT Recertification Day 2	4	EMT
1398	01386	EMT Recertification Day 3	4	EMT

Notes:

Classes that are marked "ANY" in the Level column can be taken by any provider at any level. When you enter one of these classes into CIS for approval, you may enter this at the lowest level possible (EMVO). This will ensure that any person taking the class can be added to the roster and graded. All certified (or initial students taking additional classes like MCI, CPR and HazMat) will receive credit equal to their level. Before a class that is submitted for class 1 review gets marked at the "ANY" level, it is reviewed and approved for all levels.

Course Search	
Cause Number:	Course Types (Alta)
Course Name:	Course Level: (Me)
Course Code:	Delivery Type: (An)
Indufan Kunber	forgie: (kn)
Institution Name:	Cautor Binl
Instructor Last Name:	Veril M. C
	Essance Octore
Search Results	
Nothing found to display	
	\$201-2018 Bit Reformance Improvement Center, Al rights reserved.

Notes:

I am sure we all get this question a lot. A provider wants to take a class but isn't sure how to find one. CIS can help! It is very simple and requires only a few steps. First you will select "Scheduled Courses" under the Education tab on the left side of the screen. This is available to every person with a CIS account. The screen shot you see here is what will come up for them.

Contraction of the second s						
(fursh fruither			e Tues (And	(w)		
General Names (Child Name		Course	a Lands (Mrst)	. 		
Energy Laster		the second se	to Topor Specif	×		
Indiffution Buchler			And American Street			
Annual			awhore that the			
			County (Mal)			
Intervention Land Marries						
		Pasanta De				
in and the second						
Anth Results	Maria California	10-10				
Anne Area	Tant Land	C Bernard C -	here	Restriction .	Subsist Nam	
1194 India Malance Medical Technology	Initial Intercentic Medical Factoriza-	and a	Consume chiercos	Stofaat 6 Factor	Wald Street and	100 100
1941, John Designer, Holiza' Talminar	Solat (Deserver) Medical Technicar	2023-0	Sectorma - 11/18/2014	Includ Ref 45	Telfure	Ver Can
patrix. Anti-a throughts Madvar fultrovan	Andread Transforming Theorem Interferences	14234.18	Automate types had	teria Alei Baise	Padmind	740 144
1004 Total Helping Rollow Televise-	(real temperative feature features	Television (Sec. 1997)	1000000-0010004	Bert Pielboar	And provide the	the last
print Joing Deserver Hadon Tallocom	Indial (Theopera) Redical Technicae	ALC: N AL	40101031-04/02007	Server 1 Spring	Pagiting	First Later
12218 Industriegence Madice Technicals	Initial (Intergency Hullian Factorisian	and the factor line	10740014-14/10/8714	(fael blast (ine, (Vashaline basel britsh)	Wash Bruckstown	where I down
1204. United Street games Mindow Technology	Index Strangerop Packet Technicae	Inded Course years	Secondaria advectora	income the height	Pattern	(then) Law
1703 Total Divergeon Medice Televine	fields (Stangers) Refind Tailottar	diving rains (investig and herbook luings)	minters and the	mutae (-turnigher	(Institute)	1000 (100
a sink time gens Hodne Talmore	Indial Intergence Medical Technology	Public Costly (PE	0010008-001000	Index & Carrighter	fraditional	time Gen
1014 Units Discrete Makes Temporter	Indial Disargang Nation Inspecta-	10014-10	4000003-1100008	State & South, Thinky, Stangto, Harrison	Definer .	the int
20062 2014 Statigers Medice Tellinom	Initial Threasantia Healthal Technology	and a	40101018-01/12/01/	Second Autority	Dedicinel	100 100
2108 Inital Desergeon Medical Telescope	Indust (Dreesparks Healting Technicae)	der dare mehristen Detaile. Im-	9610/004-3376/00A	Traves 3 Galler	Wash Department	Water - Case
21.00 Joint Deservice Madeat Apparate	Indian Stratightery Technik Responder	100/344-08	dependent opendent	(selp Execut Ingenerate, Name & Explore Hawherker,	laghten at	Party Later
2284 State Designed Hollow Technology	total margins Hollar Technise	the first (secondly and "referred Links)	10/10/010 00/01/010	Test (Tartest	Wated Strengthered	the last
2154 Inde Deepens Hedue Tedrover	folded. Shergercy Helical Technoler	Numbersh Dermonity and Technol Dalege	WOUGHA LANDING	Intel Patheo (1914)	Print Recommend	tion (Low
autho Initial Strengence Medical Technicae	Solid (Soligen); Robal Solociae	the load furnish and falling	NEW/INA MORNER	Sector & Having	Padrone	the last
11.00 Joint Deseguing Maked Tallocas	Initial Divergence Hadrat Factorization	(mpa) (Destruction - Karlenbrike	haired in strings	Dertine	man Late
2182 Date Designed Walks Talming	Inited Internation Reduct Technology	Territor d	detrime semanar	Trave & Cardle, Second Steve Inde	Tradition	1000 (100
11073 Solid Imeganic Holice Subman	Indial Interpreta Hedial Technian	1004 P	CONTRACTOR DUTY	Paul & Genel, Anto-A. Anto-P.	Tradmanal .	them (dam
2.078 State Streepens Holes Talmore	Solid Streegers Helial Velocar	100 St. 0	delotes average	Antice Nepe Sellion	Daktorp	100 100
Here I have the prove that of hadronger -	India' (Invariantes Hadhar Vanhouse)	100344	100 for Dates - Option Street	Conducts, 2 Strandingstr	Paddund	These lines.

Notes:

There are several ways to search the information. You can search by course number, course name, course code, institution number or name and even by the instructors last name. In this example, we are going to search by Course Name. Searching by course name allows you to add the entire course name or a partial name. As you can see, I have put in a partial course name (initial emer) once I clicked on "Search", these are the results. This list is partial, but shows classes that are still in the "Approved" status in CIS. Some of these courses have already started or may have finished within the last 60 days.

ourse bear	ch							
Course Rul	mbar			Caura	too (M)			
Course N	and blacks			Caura	Lavel: Skol	v		
Course	Code	Tables Task (Jak 197						
Institution No.	mhar							
Including the local division of the					tapor (Att) X.			
providence a					aunty (And) (M)			
Attraction Last N	GH4							
				Barren Bar				
				Satration (but				
and Barris				Satration dur				
arch Resu	ita .			21110				
arch Resu	ita Nam	Tase	Load	Canadian Canadian	name -	Instructor	Subsery Type	
arch Resul	Ata Name Name	Fase	tonel Inergeny Rebat factorian	Annual Contraction (Second	Nation Decision - 1011-001018	Industry Inc.	Solvery Type "Read Decrement	Yes (and
arch Rass	Ata Mara Margano Radial Technoan Margano Hadial Technoan	11	tonal Inegers Telas Telas Inegers Hala Telas	Contraction Option	Balles Balles Britadens - Schwitter Britadens - Witedens	Technology Notael 1 Tanang Notael Real M	Robury Type Real December Technol	Tex (and
arch Result	ita mayana Tadaa Tadhaan mayana Kabai Tadhaan mayana Kabai Tadhaan	111	Local Designic, Helical Noticiae Designic, Helical Noticiae Designic, Helical Noticiae	Totalian (Control of Control of C	Nation Device (Street - Street Street Device (Street - Street Street Device (Street - Street Street Street Street Street - Street Stree	Mathember Nobel 1 Yanner Nobel Talari Janes Kile Balari	Referring Paper Private Transmission Transmission	Ven Canod Ven Canod Ven Canod
arch Result	Alta Name Pergeno Referi Technosi Pergeno Referi Technosi Pergeno Referi Technosi Pergeno Referi Technosi	1111	tand Integers, Yahai Yahasa Integers, Halai Yahasa Integers, Halai Yahasa	Section US	10/10/10/10/10/10/10/10/10/10/10/10/10/1	Interactor Notael I Yosow Notael Rud Al Sarea Otto Russo Notat Ulan Augus	Roburny Type Read Discontract Enditional Teachtread Made Discontract	Vice Canod Vice Canod Vice Canod Vice Canod
arch Result	Ata New York States Negara Natiat Salaraa Nagara Natiat Salaraa Natiat Salariaa Natiat Salariaa	FEFE	Local Transporty Techni Technical Transporty Technical Technical Transporty Technical Transporty Technical Transporty Technical	Inclusion of the second		Industry Transm Robust (Transm Robust (Robust Robust Robust Robust Robust Robust Robust Robust Robust Robust Robust	Roburn Tops Read University Factors Read University Factors Factors	View Cancel View Cancel View Cancel View Cancel View Cancel
aarch Resul Annie 1150 polario 160 polario 1700 polario 180 polario	Ata Name negaro, Nalisi Tahnaa negaro, Nalisi Tahnaa negaro, Nalisi Tahnaa negaro, Nalisi Tahnaa negaro, Nalisi Tahnaa	HEFFE	Local Transporty Robot Technicae Transporty Robot Technicae Transporty Robot Technicae Transporty Robot Technicae Transporty Robot Technicae		Baltes Ministry (1998) - ((())) - (())) - (())) Ministry (1998) - ())) - (())) Ministry (1998) - ())) - (())) Ministry (1998) - ())) - ())) - ())) - ())) - ())) Ministry (1998) - ())) - ())) - ())) - ())) - ())) - ())) - ())) - ())) - ()))) - ())))))))	Indexte Modul II Tonio Modul II Tonio And Mark Darker Bases I, Arma Research Arma Research Arma	Bollway Type Weat Discovering Facilitated Facilitated Maint Discovering Facilitated	Ven Canol Ven Canol Ven Canol Ven Canol Ven Canol
Harch Result	Num negers tedar tednise negers tedar tednise negers tedar tednise negers tedar tednise negers tedar tednise negers tedar tednise	HERE	tonal Darageny Reduct Turboux Darageny Reduct Turbouxe Darageny Reduct Turbouxe Darageny Reduct Turbouxe Darageny Reduct Turbouxe Darageny Reduct Turbouxe Darageny Reduct Turbouxe	2144408 0013 Files	Dates Shifter (Start - Li) 1 + 2 (1) 4 Shifter (Start - Li) 1 + 2 (1) 4 Shifter (Start - Li) 1 + 2 (1) 4 Shifter (Start - Li) 1 + 2 (1) 4 Shifter (Start - Li) 1 + 2 (1) 4 Shifter (Start - Li) 1 + 2 (1) 4 Shifter (Start - Li) 1 + 2 (1) 4 Shifter (Start - Li) 1 + 2 (1) 4 Shifter (Start - Li) 1 + 2 (1) 4 Shifter (Start - Li) 1 + 2 (1) 4 Shifter (Start - Li) 1 + 2 (1) 4	Industry Robust (* Young) Robust (* Nouse) Sanser Killer Barber Sanser Killer Barber Sanser J. Karan Sanser J. Karan Sanser J. Karan Sanser J. Karan	Robury Type Navel (Increasinger Fachtural Navel (Increasinger Navel (Increasinger Fachtural Fachtural	Ven (and Ven (and Ven (and Ven (and Ven (and Ven (and

Notes:

I have highlighted course 12376 which is an initial EMT class brought to us by our friends at STAT EMS. They have the next available start date for an initial EMT class. If a person is interested in additional information about this class, they need only click on the "view" tab on the right hand side.

ourse Information		Course Details		
Javess Delayeration Institution Nutley 4028 [Institution Nutley 4028] Institution: 5143 (198 [Institution Reduct Institution Trace: Institution Nutley And Institution Level Institution Nutley And Institution [Institution] ISS Insure Market (INIT Reside con accesses of correctingment Field Mill Reside con accesses of correctingment Institution (Institution) ISS Insure Institution Nutley and study materized. There will Res	arso in a mixed environment with digital dates consisting of loctures, evaluations and in class room review and remediation as well	Course Defails Course instruction: IEEP Delivery Topic Mand Georgenanet Location: Well DBS Training Academy Class Size: 25 Start Date: SIA146/2016 End Topic: SIA146/2016 Bart Topic: SIA146/2016 Bart Topic: SIA146/2016		
urse Enstructors Rems Inuml, displaying all Rems. 1		Course Status Approved Course Status Approved Course Ray Code: 37078A ORTIS Commental	s previously submitted.	
Inductor	Instructor Number	Indituctor Tape		
had dear- Day	20194	Unit .	View Remove	
	0000	dual (You famous	
Jurathan & Crearing				

Notes:

Once they have clicked the "view" tab, more detailed information about the class will appear. This will let a person know where and when the class is. It will also provide information about the instructor and institution if they needed to contact someone for more information. The course registration code is available for them to see and use to register for the class through CIS.

	<u>Notes:</u>
Institution Administrator Meeting	Please feel free to contact me any time with your questions or comments.
If you need any additional information or would like a copy of this for your instructors, please email me at: timothy.j.priddy@wv.gov	